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E2EX 84
Cap 3

UNITED STATES DEPARTMENT OF AGRICULTURE
Extension Service

INSTRUCTIONS FOR THE USE OF MONTHLY STATE FARM LABOR REPORT,
EFL FORM NO. 15, REVISED JANUARY 1, 1946

General

Beginning with January 1946, EFL Form No. 15, Revised January 1, 1946, is to be used instead of the present form. It will be prepared at the State level, based on information obtained from the various counties through an appropriate weekly or monthly county farm labor reporting system. Activities performed by the United States Employment Service and other agencies under contract with the State extension service and extension workers employed on regular funds who may spend part time on farm labor activities should be included in this report.

One copy of the State report is due in the Federal extension office not later than the 10th of the month following the month covered by the report. Copies of weekly or other periodic summaries and narrative reports prepared for State distribution will also be appreciated.

Specific Instructions and Definitions

- Item 1. Enter on this line the total number of different farmers ordering workers during the month regardless of the date when the workers are needed.
- Item 2. Enter on this line the total number of different farmers ordering workers to date this calendar year. This will be the total of monthly reports to date minus duplications of farmers who have ordered workers in 2 or more months.
- Item 3. Enter on this line the total number of workers ordered during the month regardless of when such workers are needed. An order is a request by a farmer to a placement office or an employee of such office for a given number of workers for a specific job or period of employment. "Seasonal workers" are those ordered for work of 5 months or shorter duration. "Year-round workers" are those ordered for permanent positions or for steady work lasting longer than 5 months.
- Item 4. Enter on this line the number of workers needed to fill current unfilled orders for workers. This will be the number of workers needed to fill such orders after the files have been cleared of all orders that have been filled by a placement office, those filled by the farmer through his own efforts, and those that have been canceled. Workers ordered for future delivery should not be included. These figures indicate the status of operations at the close of work on the last day of the month and how well the need for farm labor is being met as of that date.

Item 5. Enter on this line the number of workers who were available for placement on the last day of the month. Do not include workers who have indicated that they are available for placement at some future date. A person is considered available for work when he has registered with or made application to a placement office for farm work. For those groups of workers who refuse to sign a registration or application form, a conservative estimate as to the number available should be made.

Item 6. Enter here the total number of placements made during the month and classified as indicated in a, b, c, and d. Include all workers regardless of source--farm workers, local townspeople, intra- and interstate domestic workers, foreign workers, inmates of penal institutions, etc.

A worker is considered as placed when he has been referred to a farmer through a placement office or by a paid or volunteer employee of such an office and was employed by the farmer to whom he was referred. A worker should not be reported as placed until his employment is verified. The same worker may be placed with more than one employer during the month. If this is done, the placement with each individual employer should be reported as a separate placement. When a family is placed in year-round employment or as a wage-hand family it should be reported as one placement regardless of the number of working members in the family. Each working member of families placed on seasonal work should be counted as a placement.

Item 7. Enter here the number of World War II veterans placed during the month. Under (a) as "hired farm hands" include both seasonal and year-round, while under (b) "as tenants or share croppers" include only those veterans who are placed on farms as operators. (The placement of such workers should be included in item 6.)

Item 8. Enter here the number of agricultural workers subject to induction into the armed services on whom information in regard to their agricultural status was supplied for use by Selective Service.

Item 9. Enter here the number of extension farm labor supply camp facilities that were in operation (a) during the month, and (b) to date this calendar year. If these facilities of a camp are used for more than one camping operation during the year the camp should be reported in (a) "this month" for each month that it is used. However, the camp should be counted only once in (b) cumulative total of camps operated "to date this year." Include only camps in which the Extension Service has spent monies from current and/or previous farm labor funds in the building, maintenance, or operation of camps. Do not include camps in which extension farm labor's contribution has been only a placement officer. Camps operated by the Office of Labor are not to be included.

- Item 10. Enter here the number of different employees who received a part or all of their salary from extension farm labor funds.
- Item 11. Enter here the number of different volunteer leaders who assisted with the farm labor program during the month.
- Item 12. Enter on line (a) the total number of days devoted to the farm labor program by regular extension personnel, no part of whose salary was paid from extension farm labor funds; such as district agents, subject-matter specialists, agricultural agents, home demonstration agents, office secretaries, etc.; (b) the number of days devoted to the program by personnel who were paid wholly or in part from extension farm labor funds, including personnel of other agencies working under contract with Extension Service such as United States Employment Service. A "man-day" is considered to be the normal working day of a full-time employee. Services of part-time employees should be computed on that basis.
- Item 13. Enter on this line the number of man-days that were devoted by employed personnel to assisting farmers in the solution of their labor problems, through use of more efficient methods, adoption of labor-saving devices and methods, pooling and trading labor and machinery. Also days devoted to training farmers to train and supervise inexperienced workers.
- Item 14. Enter on this line, classified as men, women, and youth, the number of workers who were given training for farm work. Include only those workers who were given such training by extension personnel, personnel of agencies cooperating with Extension Service, and voluntary leaders. Include those enrolled in organized training courses or those given instruction on the job, regardless of whether training was given to individuals or in groups. Do not include workers trained solely by the farmer-employer.

